

Teacher Web Pages Using Rapid Web Designer

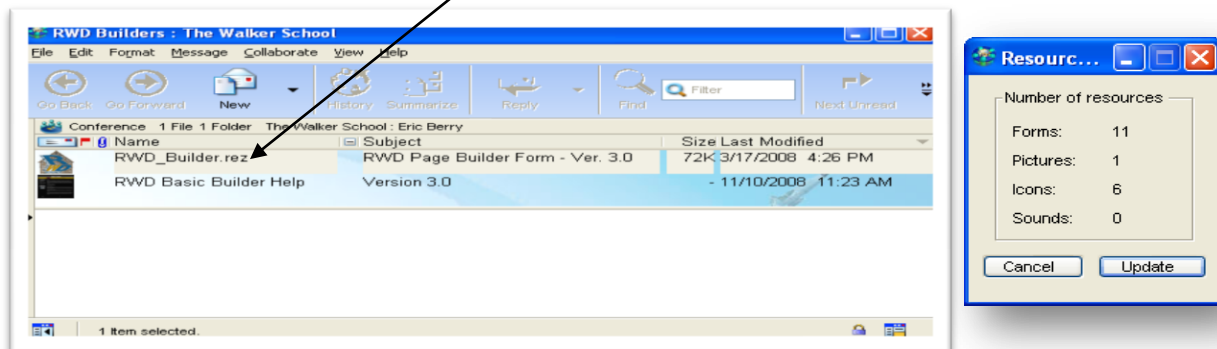
Setting up Rapid Web Designer

- Log in to FC and open the Desktop
- Double click on the RWD icon



In the next window, double-click on the .rez file.

Click Update in the small popup that appears (You must do this each time you work on your web page)



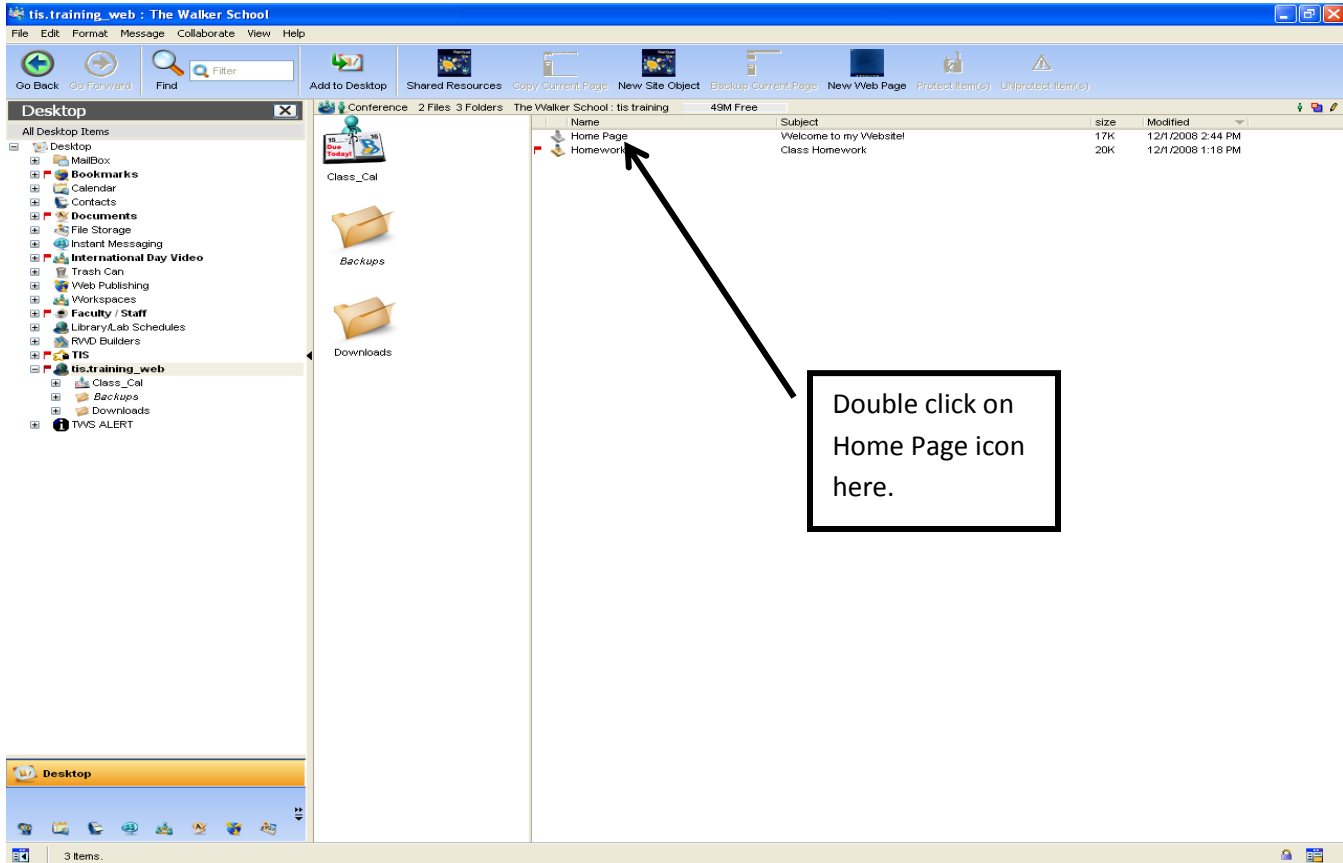
Close the RWD Builders Window.

Right click on the icon labeled firstname.lastname_Web

- Choose properties then deselect Protected.

Accessing Your Home Page

- Click on First.last_web on the left navigation pane to bring up Rapid Web Designer or double click on the icon on the desktop
- You should see the following window.



- Double click on the Home Page icon in the right pane.

Designing Your Home Page

Once you double click on the Home Page icon, The Rapid Web Designer – Page Builder Form will appear.

- In the Page Name Field: The home page **must** remain named “Home Page”

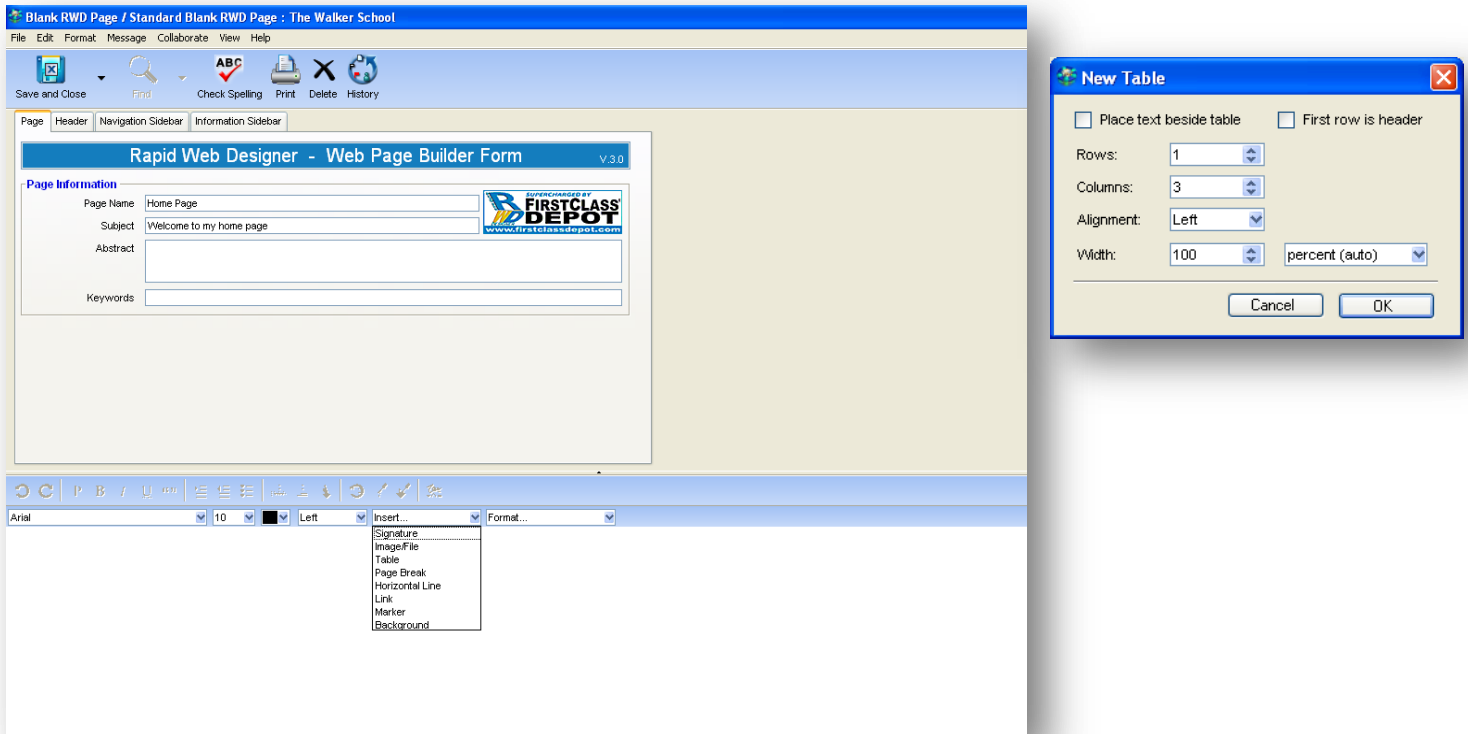
The screenshot shows the 'Rapid Web Designer - Web Page Builder Form' window. The 'Page Information' tab is active, displaying fields for Page Name (set to 'Home Page'), Subject (set to 'Welcome to my Website!'), Abstract, and Keywords. A 'FIRST CLASS DEPOT' logo is visible in the top right corner of the form area. Below the form, a preview of the web page is shown with the title 'Welcome to my class home page!' and a paragraph of text.

- In the Subject Field: This information will appear on the title bar when your Home page is open.
- Next, click on the Header tab.
 - Type a greeting in the Title Field (e.g. Welcome to Mr(s). Last Name Website at The Walker School!)

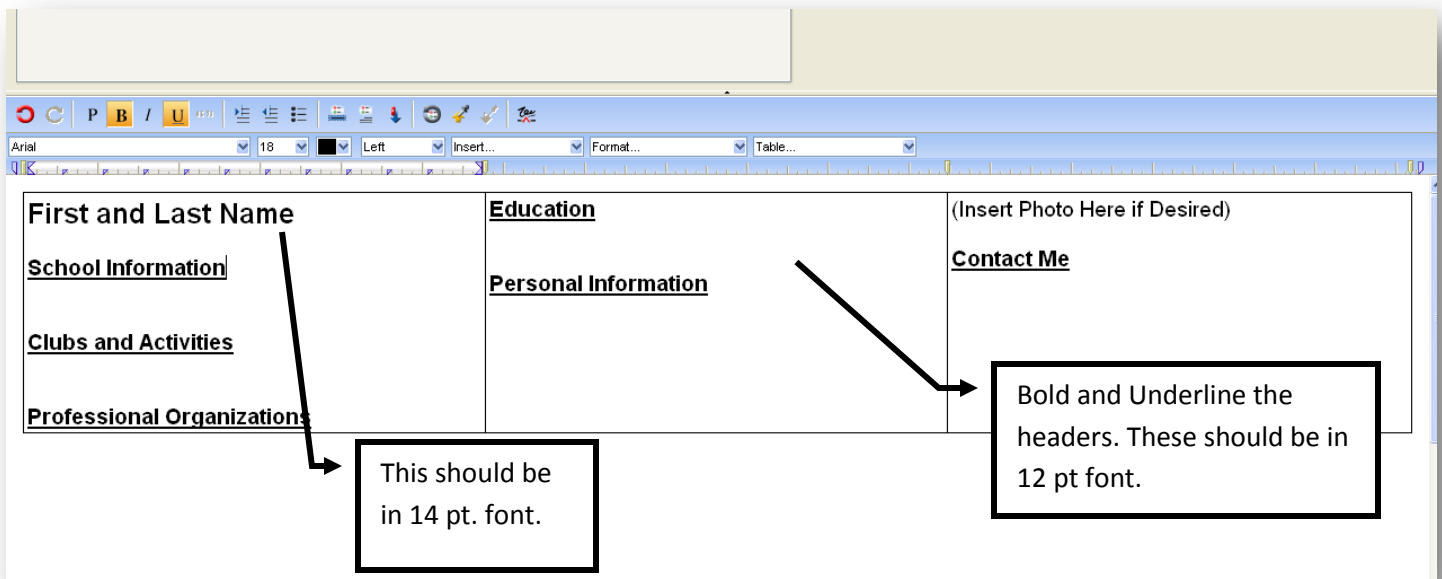
The screenshot shows the 'Header Section Content' tab of the 'Rapid Web Designer - Web Page Builder Form'. The 'Title and Subtitle - Content and formatting' sub-tab is active. The 'Title' field contains the text 'Welcome to Eric Berry's Home Page' and the 'Subtitle' field is empty. Arrows from the text above point to the 'Header' tab and the 'Title' field.

Adding Content to Your Home Page

- While still on the home page window, click on the page tab.
- Delete the default text and the picture of the spaceman.
- Insert a three column by one row table.



- Insert the following Heading information into your table, and then enter your appropriate information.
 - You will need to format the text, just like you would in an e-mail or Word document.



Adding Content to Your Home Page (contin.)

- Click on the Format menu bar, and select Format Table

Rapid Web Designer - Web Page Builder Form V.3.0

Page Information

Page Name: Home Page

Subject: Welcome to my Website

Abstract:

Keywords:

First and Last Name

School Information

Clubs and Activities

Professional Organizations

Education

Personal Information

Contact Me

(Insert Photo Here if Desired)

- Change the Table Padding to 9 pixels
 - (This increases the border around the table)
- Change the Cell Padding to 12 pixels
 - (This increases the border around the columns)
- Uncheck the Exterior Border
- Uncheck the Horizontal Border

Format Table

Use Default

Table layout

☐ Place text beside table ☐ First row is header

Alignment: Left

Width: 100 percent (auto)

Table padding: 9 pixels

Cell layout

Alignment: Top Left

Cell padding: 3 pixels

Borders

☐ Exterior 1 pixels

☐ Horizontal 1 pixels

☒ Vertical 1 pixels

Color: Black

Comment:

Cancel OK

- Click on OK
- At the main home page window, click on Save and Close.

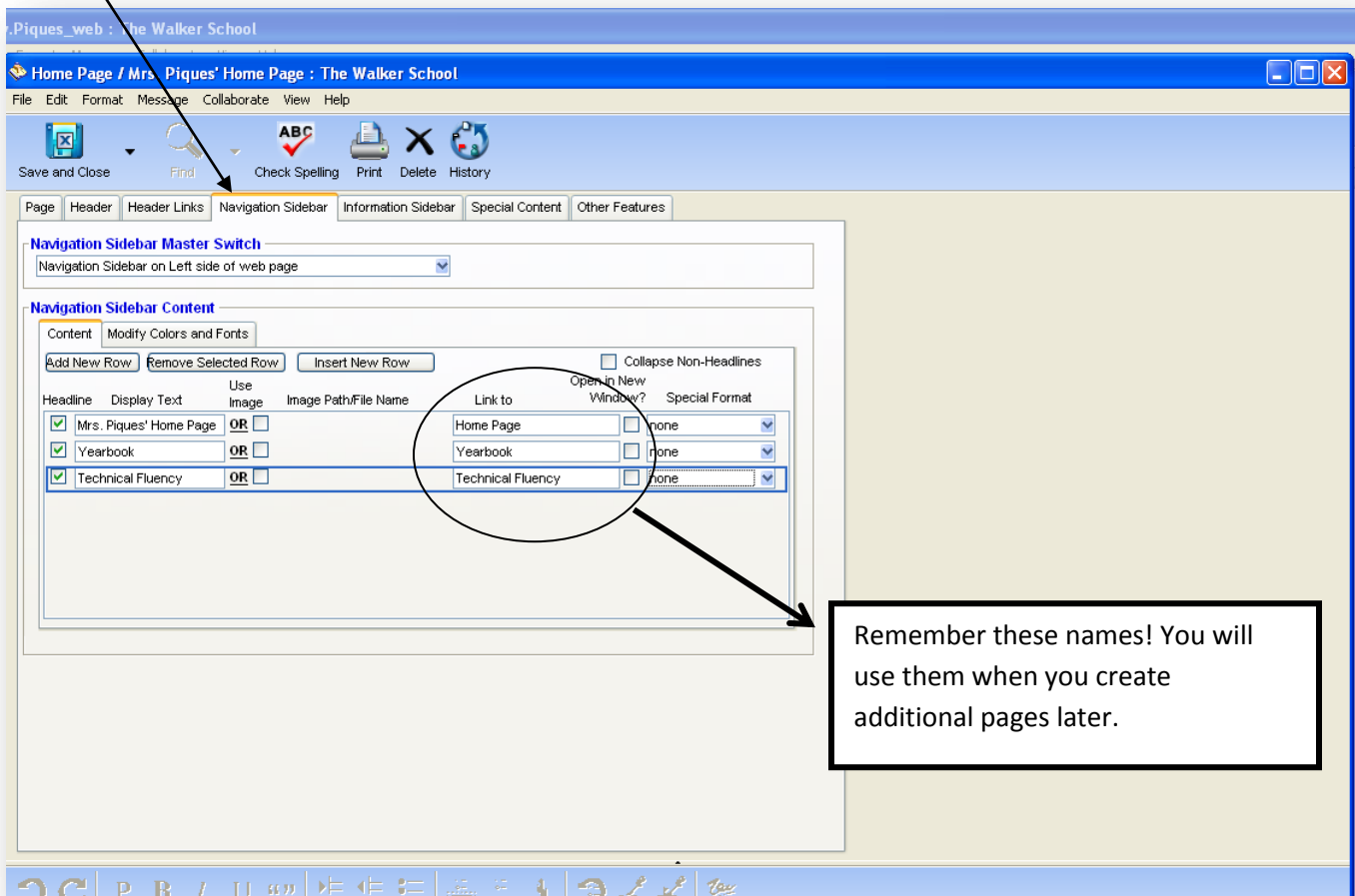
To check your progress, open your page in Internet Explorer by going to the following URL:

http://fc.thewalkerschool.org/teachers/firstname.lastname_web/

Adding Additional Pages to Your Web Site

- **Create Links on the Navigation Side Bar**

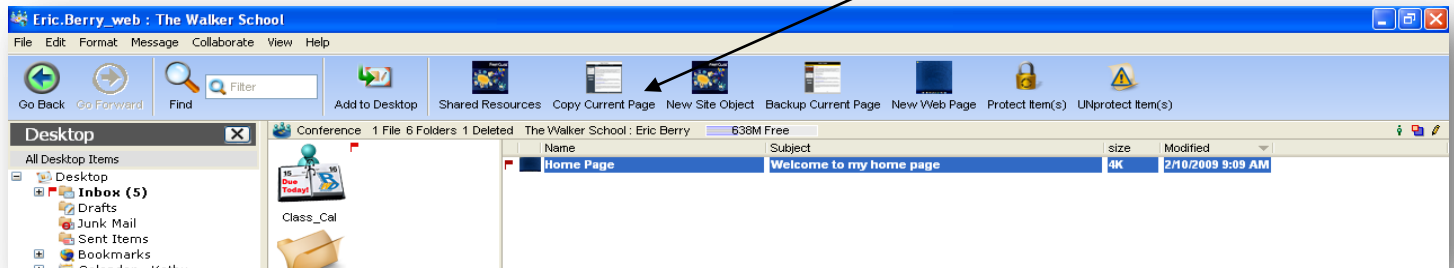
- While in the Home Page design window, click on the Navigation Sidebar tab at the top
- Use the buttons in the Navigation SideBar content area of the screen to add links to your sidebar for classes, clubs, and/or sports teams that you manage (create links for your classes in alphabetical order first)



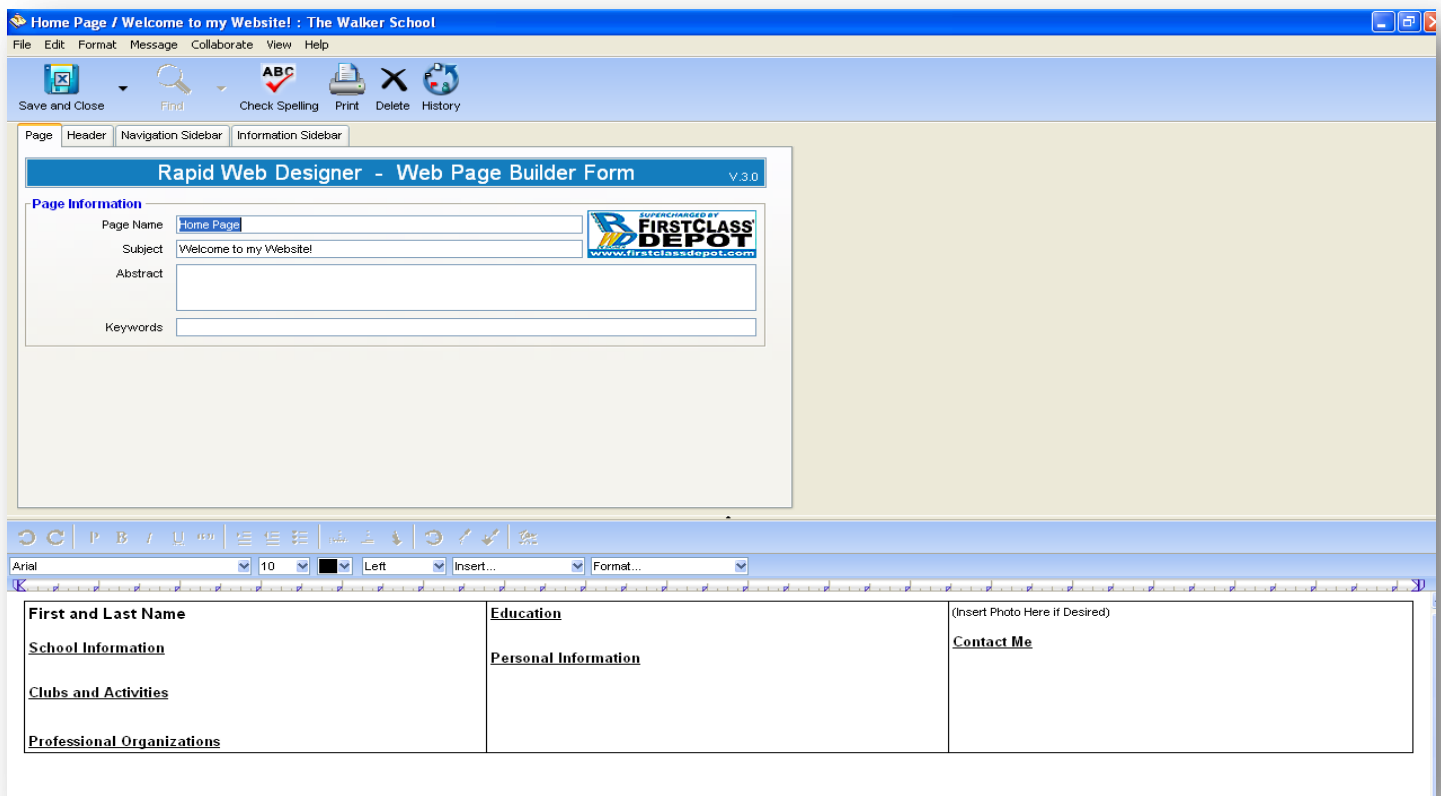
- Be sure to remember the names that you indicate for your pages under the Link To column
- Once all links have been added, choose Save and Close.
 - **Note:** It is important to plan for all of your pages now, because you will be copying these links to your new class pages, and this will keep your sidebar navigation panel consistent across all of your pages.

Adding Additional Pages to Your Web Site

- **Add Class, Club, and Activity Pages**
 - Click on Copy Current Page button at the top of the Primary Web design window (Copying Current page allows you to add pages but keep your Navigation Sidebar links consistent on each page)



- A duplicate of the page will appear.

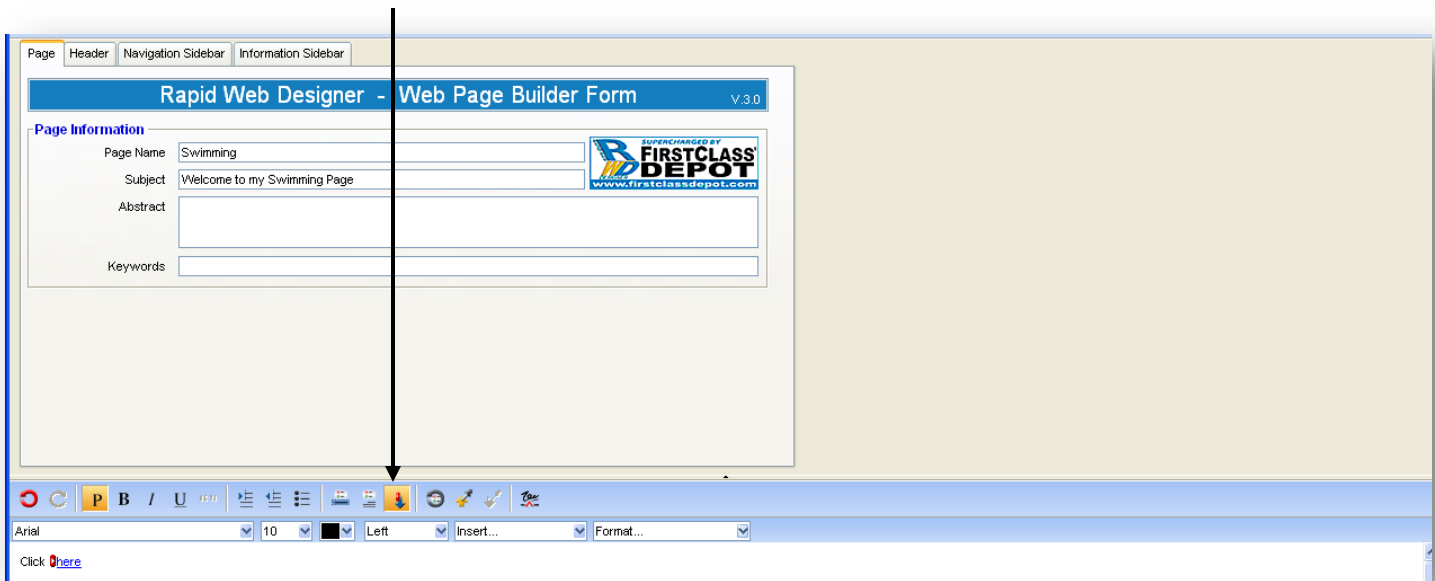


- You will need to change following information
 - Page Name – **Note: Make sure it is the same name as the name you used when creating the Navigation links from the previous step.**
 - Subject
 - Body Content of the Page. i.e. Course information, homework assignments, important dates, etc.
 - Under the Header tab, rename your title appropriately.
- Repeat the above steps for each class, club, and activity link that you placed on the sidebar.

Adding Additional Pages to Your Web Site

- **How to create a link to a website**

- On the content area, highlight the text you want to make into a link, and then click on the make link icon



- Type the URL (web address) here

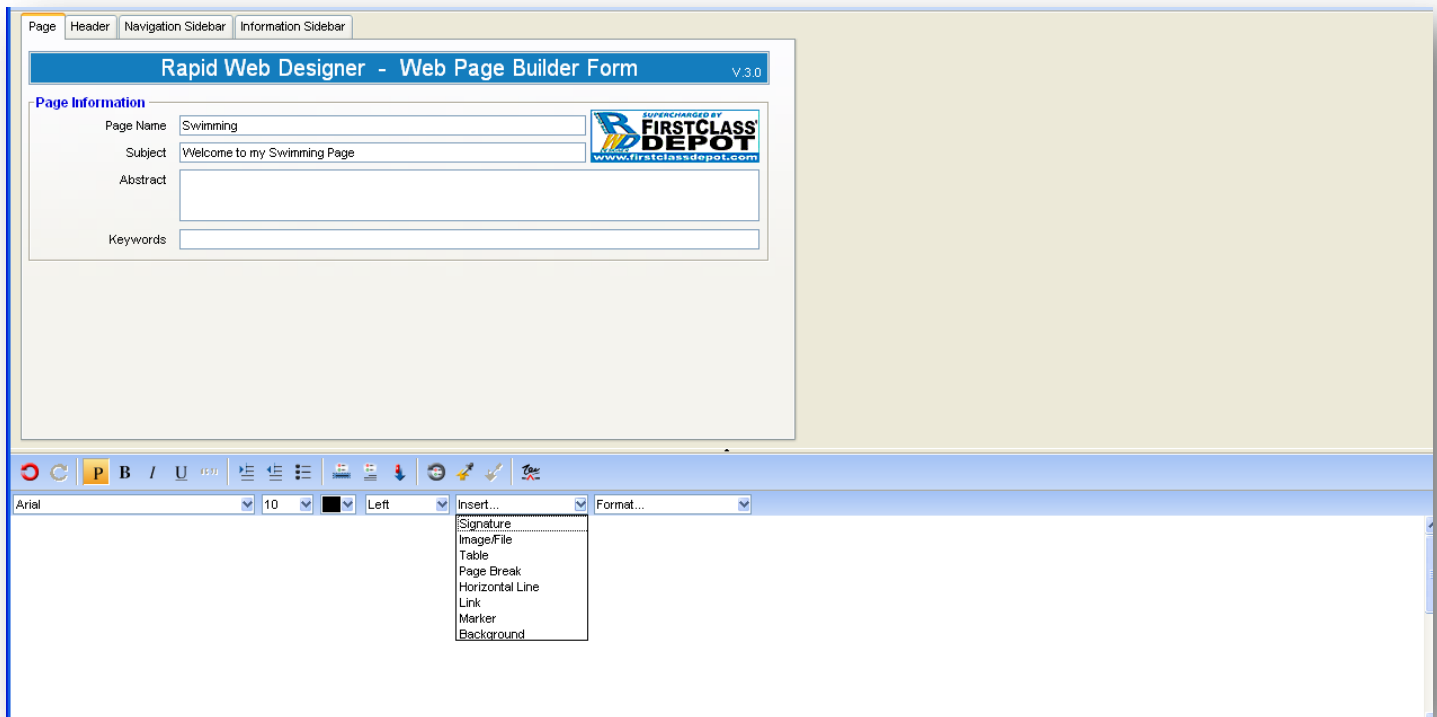
- Type a Link Title

The 'Format Link' dialog box is shown. It has a blue title bar with a close button. The 'Target URL' section has a text box containing 'www.brainpop.com' and a 'Test Link' button. The 'Link to marker' section has an empty text box. The 'Link options' section has a 'Link title' text box containing 'Brainpop', a 'Window' dropdown menu set to 'Use New Window', and an unchecked checkbox for 'Close current window'. At the bottom are three buttons: 'List Links...', 'Cancel', and 'OK'.

- Click on OK. Your text will now be in blue.

Adding Additional Pages to Your Web Site

- **How to insert a picture or file**
 - On the content area, click on Insert Image/File



- Browse for your file or image and select Open.
- An Icon will appear on your page, but it will print correctly on the webpage.
- Remember to click Save and Close when finished.

